

## Policy

<b>Policy Title:</b>	Maintaining a Professional Workplace				
<b>Policy Number:</b>	DHS OHA-060-038	<b>Version:</b>	2.0	<b>Effective Date:</b>	01/10/2008

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Approved for DHS by *Jim Scherzinger, Chief Operating Officer*

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Date approved

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Approved for OHA by *Suzanne Hoffman, Chief Operating Officer*

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Date approved

### Overview:

**Description:** All agencies are to adopt the Department of Administrative Services (DAS) policy on Maintaining a Professional Workplace, Policy 50.010.03.

**Purpose/rationale:** It is the policy of the Department of Human Services (DHS) to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

**Applicability:** All DHS and OHA employees.

**Failure to comply:** Failure to comply with this policy may result in disciplinary action, up to and including dismissal from state service.

### Policy:

DHS and OHA have adopted the DAS statewide policy [50.010.03](#), *Maintaining a Professional Workplace*.

### Procedure(s) that apply:

None.

### Form(s) that apply:

None.

**Definition terms:** 01/01/2004 (Reaffirmed)  
See [Common Terms](#) for all department-wide support services policies

### Reference(s):

DAS statewide policy [50.010.03](#), *Maintaining a Professional Workplace*.  
ORS 240.145 and ORS 240.250

## Contact(s):

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## Policy History:

- **Version 2.0:**
  - 07/17/2013 - Minor edits; co-branded, DAS links updated. DHS|OHA-060-036 version replaces DHS-060-036.
  - 02/01/2012 – Contact information amended.
  - 09/25/2008 – Contact information amended.
- **Version 1.0:**
  - 01/10/2008 – Initial Release

## Keywords:

Professionalism, professional behavior, professional workplace policy, work environment, inappropriate workplace behavior, unwanted conduct, respectful, disrespectful, demeaning